

CLIENT PROFILE COVER SHEET

Indiana Department Of Commerce
International Trade Division
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This profile is designed to provide the International Trade Division (ITD) with information to assist your company in developing international markets and is intended for research purposes. To effectively serve you, it is necessary that all information requested be complete. If you need assistance completing any portion of the attached Client Profile, please contact our office at 317-233-3762.

Important Note:

When returning the attached Client Profile, please include:

- Five (5) copies of your sales literature
- A brief write-up on your company
- A list of international markets you have already researched

FOR YOUR INFORMATION

Export Licensing

The large majority of all U. S. exports are covered by a “General License”, which is automatically granted. However, some products do require an export license, as do shipments to certain countries. To determine if your product or shipment is subject to licensing, contact the Bureau of Export Administration at 202-482-4811.

Client Profile

Primary Contact: _____ Title: _____

Secondary Contact: _____ Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Telephone: _____ Fax: _____

Year Established: _____ Annual Sales: _____ Number of Employees: _____
(approximate)

E-mail Address: _____ Web Page: _____

Federal Identification Number: _____

What percentage of your current sales are exported (approximate): _____ %

Classify Your Business: (check all that apply)

☐ Agent ☐ Manufacturer ☐ Service Provider ☐ Importer ☐ Retailer
☐ Distributor ☐ Wholesaler ☐ Construction ☐ Exporter ☐ Other (specify)

Product Lines: (manufactured in Indiana)

Schedule B Classification Assistance

Assistance in classifying products can be obtained in two ways:

- 1) Your freight forwarder may have this number on file,
- 2) Try using the U.S. Census Bureau's website to locate your Schedule B number(s) at
www.census.gov/foreign-trade/schedules/b/

Product Description

Schedule B Number

1. _____	_____
2. _____	_____
3. _____	_____

SIC Codes: _____

Customer Profiles (describe end-user in detail, please rank in order of importance)

Selling Points

Correlating Benefits

1. _____

2. _____

3. _____

Do you attend international trade shows? ☐ Yes ☐ No

International Distribution: *(attach list separately if necessary)*

To which foreign countries do you export on an ongoing basis?	Distribution (circle)	Exclusive (circle)
_____	direct sale, agent, distributor, JV, license	Y N
_____	direct sale, agent, distributor, JV, license	Y N
_____	direct sale, agent, distributor, JV, license	Y N
_____	direct sale, agent, distributor, JV, license	Y N
_____	direct sale, agent, distributor, JV, license	Y N
_____	direct sale, agent, distributor, JV, license	Y N

In which foreign countries are you most interested in the future? Have you researched this market?

_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What type of relationship are you seeking?

☐ Agent ☐ Joint Venture ☐ Direct to OEM ☐ Distributor ☐ License

☐ Other (specify) _____

Describe your ideal foreign trading partner *(attach separately if necessary):*

List any complimentary product lines an agent/distributor might be handling and state any specific or special conditions required (facilities, technical capabilities, financial strength, etc.)

Would you like to receive information regarding trade finance issues? Yes _____ No _____

Are you requesting an Agent Distributor Search through our office? Yes _____ No _____

If yes, please attach the following:

- List the countries/regions where you are requesting an Agent/Distributor Search
- Provide names and locations of any existing distributors and/or partners
- Provide the names of your largest competitors (for classification/identification purposes)